

AIR FORCE LODGING PROGRAM MANAGEMENT

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AFI 34-246, 17 May 2001 is supplement as follows:

This supplement to AFI 34-246 provides additional guidance and procedures for the administration and control of the Air Force Lodging Program as it applies to members of the Air National Guard (ANG). It outlines procedures that apply to ANG units and their responsibility for assigning transient lodging for eligible members of the ANG at their home station for Inactive Duty Training (IDT) and Annual Training (AT).

1.1.1. (Added) (ANG) ANG installations may provide lodging accommodations, either on the installation or in commercial lodging (CL), for eligible unaccompanied personnel requiring government lodging during IDT or AT whenever possible. Eligible unaccompanied personnel are members of the unit who reside beyond the established commuting distance.

1.1.2. (Added) (ANG) Lodging at no expense to the eligible unaccompanied personnel during IDT is not a benefit guaranteed by the ANG and is contingent upon funding and the discretion of the installation commander/site commander.

1.2.1. (Added) (ANG) ANG/SVX does not allocate funds to provide a lodging program at ANG installations. Each ANG installation providing lodging accommodations for IDT should include Operational and Maintenance (O&M) funds yearly in their financial plan towards this program. Individual squadrons at the unit should include AT lodging funds in their military personnel (MILPERS) funds yearly in their financial plan toward this program.

1.2.2. (Added) (ANG) Unit personnel in AT status at their assigned installation will pay for their lodging expense utilizing their government issued credit card.

1.3.1. (Added) (ANG) ANG installations should first use other military lodging accommodations within the surrounding area before securing CL for eligible unaccompanied personnel during IDT. Eligible unaccompanied personnel performing AT at their assigned installation are responsible to contact other military lodging accommodations within the surrounding area prior to the start date of their orders.

1.3.2. (Added) (ANG) TDY personnel to ANG installations will be lodged either on the installation where military accommodations are available or in CL. TDY personnel will pay their own lodging expense utilizing their government issued credit card.

Table 1.1. Eligibility for Use of Air Force Lodging Visiting Quarters and Assignment Priority (One or Two).

NOTES:

9. Eligible unaccompanied personnel are members who reside outside the designated commuting distance and may use the lodging accommodations at no expense for IDT.

16. (Added) (ANG) The installation commander may establish a standard commuting area within the assigned local area. The following factors should be considered when establishing the standard commuting area:

16.1. (Added) (ANG) The greatest distance full-time Air Technician/Active Guard Reserve (AGR) employees and state employees customarily commute on a daily basis.

16.2. (Added) (ANG) Commuting area that has been established by other issuing authorities at the same locations (e.g. for Active Duty or other Reserve units).

16.3. (Added) (ANG) The type and conditions of the highway systems and/or public transportation in the area.

16.4. (Added) (ANG) One-way travel to the duty station.

17: (Added) (ANG) All full-time employees at their assigned ANG installation (AGR and Air Technician) are considered to be living within the commuting distance. The unit is not authorized to pay lodging for ANG members employed full-time (AGR or Air Technician) for IDT unless required by military necessity (e.g. alert, mobilization).

18. (Added) (ANG) The unit may authorize lodging accommodations for non-eligible ANG members at no cost to the members due to inclement weather.

19. (Added) (ANG) On base lodging or CL may be provided to eligible members arriving the night before the first IDT.

20. (Added) (ANG) On base lodging or CL may be provided to eligible members the night in between the last day of IDT and the beginning of AT. The member will pay for this lodging expense utilizing their government issued credit card.

1.7.1. (Added) (ANG) The use of AF Form 616, **Fund Cite Authorization**, will no longer be accepted at Air Force Lodging installations, to guarantee lodging payment for group travel.

1.7.2. (Added) (ANG) Group travel reservations can be made with the unit's Centrally Billed Unit Reservation Account (CBURA); however, each individual will pay their lodging expense. The CBURA is not intended to have expenses charged to this account. The sole purpose of the CBURA is to reserve lodging accommodations at CL establishments.

Table 2.1. Minimum Space and Privacy Standards (for existing inventory only).

NOTES:

2.1.1. The Training and Education Center (TEC) at McGhee-Tyson Air National Guard Base (ANGB), TN and the four Combat Readiness Training Centers (CRTC) – Alpena, MI;

Gulfport, MS; Savannah, GA; Volk, WI – are considered exception to lodging standards. The lodging accommodations are especially constructed to conform to particular needs of the TEC and CRTC locations and are deemed adequate for the occupancy to all personnel regardless of rank and grade.

2.1.1.1. (Added) (ANG) Military necessity shall override the standards of adequacy when lodging ANG personnel. The installation commander may waive, on a short-term basis, adequacy standards for mission accomplishments, contingency operation, training, or maintenance of a disciplined force.

2.1.1.2. (Added) (ANG) The installation/site commander may waive adequacy standards when necessary to satisfy military requirements, at locations where adequate lodging for TDY personnel are not available on or off the deployed installation.

2.2.1.1.8. (Added) (ANG) Eligible ANG members should advise the lodging manager at least 30 days in advance of their lodging requirements. This allows the ANG unit to secure the required rooms at a military lodging accommodation or CL.

2.2.1.1.8.1. (Added) (ANG) Eligible ANG members performing AT at their assigned installation are responsible to reserve their own lodging reservations at the designated CL facilities or military lodging. Contact the Services full-time technician for the list of current CL accommodations.

2.2.1.1.9. (Added) (ANG) Eligible ANG members wishing to share a room with ineligible dependents may do so provided there is neither an additional cost to the government nor a reduction in needed occupancy.

2.2.12.1. (Added) (ANG) Married couples on duty status may be lodged together if private sleeping facility and a private bathroom are available. In recognition of the need to accommodate the mission, this request is desired but not mandatory for deployment and exercises.

2.2.12.2. (Added) (ANG) The installation/site commander may allow for single occupancy as space availability, financial consideration, and military necessity permits for eligible members performing IDT. Rooms will be assigned based upon the designated rank or position that the installation/site commander has deemed eligible for a private room for on base or CL.

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Attachment
Abbreviations & Acronyms

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AGR	Active Guard Reserve
ANGB	Air National Guard Base
AT	Annual Training
CBURA	Centrally Billed Unit Reservation Account
CL	Commercial lodging
CRTC	Combat Readiness Training Center
IDT	Inactive Duty Training
MILPERS	Military personnel
O&M	Operational and Maintenance
TEC	Training and Education Center